



July 18, 2006

**SUBJECT: BOARD AND COMMISSION RESIGNATION – INFORMATION ONLY****REPORT IN BRIEF**

As outlined in City policy, this report is to inform Council that the City recently received an electronic letter of resignation and a copy has been filed with the Office of the City Clerk. Thomas Reuner, who was appointed to the Bicycle and Pedestrian Advisory Committee in July 2005 to fill an unexpired term to expire in June 2008, will resign as of October 31, 2006.

**EXISTING POLICY**

Administrative Policy, Chapter 1, General Management, Article 15, Subdivision 8 states that when a resignation letter is received, staff shall prepare an Information Only Report to Council that indicates the resignation(s) and specifies the process that staff recommends to fill the new vacancy(ies).

**DISCUSSION**

The Bicycle and Pedestrian Advisory Committee consists of seven members. With the resignation of Mr. Reuner there will be six members remaining and four members constitute a quorum.

The vacancy will be added to the 2006 Fall Recruitment. Applications will be accepted during September and October with interviews scheduled in November. Assuming a successful recruitment, staff anticipates that Council may be able to fill the vacancy in December 2006.

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Janice Clark, Deputy City Clerk

Approved by:

Amy Chan, City Manager